

ADMINISTRATIVE FUNDING RECOMMENDATION for Amendments

VII. OTHER REQUIREMENTS (CONT)	Yes	No	Comments
37. DOES THIS AMENDED FUNDING ACTION REQUIRE THE SRO SIGNATURE? IF SO, DATE OBTAINED: _____	<input type="checkbox"/>	<input type="checkbox"/>	CONTINUING ENVIRONMENTAL PROGRAMS - REQUIRED IF TOTAL PROJECT COST IS \$5 MILLION OR GREATER PROJECT GRANTS - REQUIRED IF TOTAL PROJECT COST IS \$1 MILLION OR GREATER
38. DOES THIS AMENDMENT REQUIRE AA/RA DISCRETIONARY REVIEW? MONETARY AMENDMENTS WHICH ARE OUTSIDE THE ORIGINAL SCOPE OF WORK	<input type="checkbox"/>	<input type="checkbox"/>	APPLICABLE CFDA'S: 66.033, 66.034, 66.035, 66.110, 66.305, 66.306, 66.424, 66.426, 66.437, 66.439, 66.456, 66.461, 66.462, 66.463, 66.465, 66.469, 66.475, 66.478, 66.479, 66.480, 66.481, 66.500, 66.509, 66.510, 66.511, 66.512, 66.515, 66.516, 66.604, 66.606, 66.607, 66.609, 66.610, 66.611, 66.708, 66.709, 66.714, 66.715, 66.716, 66.717, 66.806, 66.808, 66.810, 66.813, 66.814, 66.815, 66.816, 66.931, 66.940, 66.950, 66.951

VIII. BUDGET & PROJECT PERIOD EXTENSION X N/A			
	Yes	No	Comments
39. IS THE APPLICANT A PART 30 RECIPIENT? DID THE RECIPIENT NOTIFY THE AWARD OFFICIAL IN WRITING WITH THE SUPPORTING REASONS AND REVISED EXPIRATION DATE AT LEAST 10 DAYS BEFORE THE BUDGET AND PROJECT PERIOD EXPIRATION DATE SPECIFIED IN THE AWARD.	<input type="checkbox"/>	<input type="checkbox"/>	IF NO, APPROVAL IS REQUIRED BY THE EPA AWARD OFFICIAL. THE EXTENSION MAY NOT BE FOR THE SOLE PURPOSE OF EXPENDING ANY REMAINING BALANCE OF FEDERAL FUNDS. EXAMPLES OF JUSTIFICATIONS INCLUDE ADVERSE WEATHER, RESOURCE CONSTRAINTS, PERSONNEL CHANGES, PROCUREMENT ISSUES, ETC. RECIPIENT MAY REQUEST A ONE TIME B&P EXTENSION FOR UP TO 12 MONTHS WITHOUT PRIOR APPROVAL
40. IS THE APPLICANT A PART 31 RECIPIENT?	<input type="checkbox"/>	<input type="checkbox"/>	THE EXTENSION MAY NOT BE FOR THE SOLE PURPOSE OF EXPENDING ANY REMAINING BALANCE OF FEDERAL FUNDS. EXAMPLES OF JUSTIFICATIONS INCLUDE ADVERSE WEATHER, RESOURCE CONSTRAINTS, PERSONNEL CHANGES, PROCUREMENT ISSUES, ETC.
41. THE EXTENSION IS ALLOWABLE ACCORDING TO REGULATORY/POLICY TIME FRAMES? PROJECT PERIOD END PROPOSED NEW DATE: _____ TOTAL PROJECT PERIOD (YEARS): _____	<input type="checkbox"/>	<input type="checkbox"/>	(CHECK CFDA, GRANT REGULATIONS, COMPETITIVE ANNOUNCEMENT, ETC.)
42. ARE THE FUNDS AVAILABLE FOR THE LIFE OF THE PROJECT?	<input type="checkbox"/>	<input type="checkbox"/>	THE PROJECT/BUDGET PERIODS SHOULD NOT EXCEED MAXIMUM LIMITATIONS PER OCFO 91-11
43. IS THE TIME EXTENSION APPROVED BY THE PROJECT OFFICER?	<input type="checkbox"/>	<input type="checkbox"/>	IF NO, DATE RECIPIENT NOTIFIED: _____

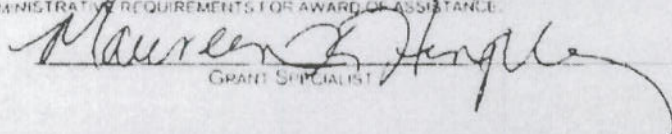
ADDITIONAL FOLLOW-UP ACTIONS NEEDED

ISSUE(S) _____

DATE RESOLVED _____

APPROVAL SECTION

THIS AMENDED APPLICATION FOR FEDERAL ASSISTANCE HAS BEEN REVIEWED FOR ADMINISTRATIVE COMPLIANCE WITH STATUTORY, REGULATORY, POLICY AND DELEGATED AUTHORITIES. SIGNATURE BELOW INDICATES, IN THE REVIEWER'S OPINION, THE APPLICATION COMPLIES WITH THE ADMINISTRATIVE REQUIREMENTS FOR AWARD OF ASSISTANCE.


 GRANT SPECIALIST

1-27-07
 DATE

Date Last Revised Dec 05, 2005
G5 Amendment Checklist 12.05.05.wpd

**U.S. Environmental Protection Agency
Comprehensive Administrative Review
for Amendments**

v. FUNDING RECOMMENDATION REVIEW (CONT)		Yes	No	Comments
22. IS THERE DOCUMENTATION REGARDING HOW THE ACTIVITIES TO BE FUNDED FIT WITH THE STATUTORY AUTHORITY?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
23. HAS THE PO DOCUMENTED THAT THE PROGRAM RESULTS CODE (PRC) AND THE PROJECT/PROGRAM ACTIVITIES ARE APPROPRIATE?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		SEE THE ENVIRONMENTAL RESULTS ORDER 5700.7
24. HAS THE PO ADDRESS QUALITY ASSURANCE/CONTROL/MANAGEMENT PLAN ISSUES.	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
25. DOES THE PROJECT INVOLVE HUMAN SUBJECT TESTING?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		PO MUST OBTAIN CLEARANCE FROM THE EPA HUMAN SUBJECTS APPROVAL OFFICIAL
26. DOES THE PROJECT INVOLVE ANIMAL SUBJECTS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		PROGRAM MUST INCLUDE ANIMAL SUBJECT CONDITION IN TERMS & CONDITIONS OF AWARD
27. IF ACTIVITIES HAVE BEEN IDENTIFIED IN THE WORK PLAN WHICH WILL BE PERFORMED OUTSIDE OF THE UNITED STATES, HAS THE PO DOCUMENTED THAT APPROVAL HAS BEEN OBTAINED FROM THE OFFICE OF INTERNATIONAL ACTIVITIES (OIA)?	<input type="checkbox"/>	<input type="checkbox"/>		AWARD MAY NOT BE MADE WITHOUT OIA APPROVAL
28. DOES THE PROJECT INVOLVE ENVIRONMENTAL SAMPLING OR DATA GENERATION WHICH WAS NOT INCLUDED IN THE ORIGINAL PROPOSAL?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		IF YES, INCLUDE QUALITY ASSURANCE CONDITION IN TERMS & CONDITIONS OF AWARD
29. IF PROGRAM INCOME WAS IDENTIFIED IN THE WORK PLAN REVIEW SECTION, HAS THE PROGRAM OFFICE DOCUMENTED IT'S USE?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		IF YES, FUNDING RECOMMENDATION SHOULD DOCUMENT HOW THE RECIPIENT IS TO USE THIS INCOME <input type="checkbox"/> MATCHING <input type="checkbox"/> DEDUCTION <input type="checkbox"/> ADDITION
30. IS THIS AMENDMENT ACTION BEING FUNDED USING MORE THAN ONE APPROPRIATION?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		THE PO MUST DOCUMENT COMPLIANCE WITH THE MULTIPLE APPROPRIATIONS ORDER
31. ARE EPA IN-KIND COSTS INCLUDED WHICH WERE NOT ANTICIPATED/APPROVED IN THE ORIGINAL PROPOSAL AND/OR SUBSEQUENT AMENDMENTS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		PO IS REQUIRED TO DOCUMENT IN-KIND COSTS
32. IS EQUIPMENT PROPOSED WHICH WAS NOT ANTICIPATED IN THE ORIGINAL PROPOSAL OR SUBSEQUENT AMENDMENTS?	<input type="checkbox"/>	<input checked="" type="checkbox"/>		HAS THE PO APPROVED EQUIPMENT AND PROVIDED DISPOSITION INSTRUCTIONS?
VI. COMPETITION POLICY NA				
	Yes	No	Comments	
33. IS THE AMENDED APPLICATION EXEMPT FROM THE COMPETITION POLICY?	<input type="checkbox"/>	<input type="checkbox"/>	REFER TO GCA WEBPAGE HTTP://intranet.epa.gov/ogd/compet/	
35. IF THE AMENDMENT WAS REQUIRED TO BE COMPETED IN ACCORDANCE WITH THE COMPETITION ORDER, NO. 13, HOWEVER, WAS NOT COMPETED, HAS THE PROJECT OFFICER DOCUMENTED THE EXCEPTION JUSTIFICATION AND OBTAINED ALL APPROVALS AND CERTIFICATIONS REQUIRED BY THE ORDER?	<input type="checkbox"/>	<input type="checkbox"/>	REFER TO GCA WEBPAGE HTTP://intranet.epa.gov/ogd/compet/	
VII. OTHER REQUIREMENTS <input type="checkbox"/> N/A				
36. HAS THE ADMINISTRATIVE BASELINE MONITORING REVIEW BEEN COMPLETED AND DOCUMENTED IN THE IGMS Post-Award DATABASE AND/OR THE OFFICIAL GRANT FILE FOR THIS AMENDMENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	IN ACCORDANCE WITH EPA ORDER 5700.6A1, POLICY ON COMPLIANCE, REVIEW AND MONITORING, GRANTS SPECIALISTS ARE REQUIRED TO PERFORM AND DOCUMENT BASELINE MONITORING ON EVERY AWARD ON AN ONGOING BASIS, THROUGHOUT THE LIFE OF THE AGREEMENT. PLEASE REFER TO THE ORDER FOR DETAILS OF THIS REQUIREMENT HTTP://intranet.epa.gov/ogd/policy/order/5700_6A1.pdf	

ADMINISTRATIVE FUNDING RECOMMENDATION for Amendments

III. ADMINISTRATIVE/FINANCIAL REVIEW (CONT)	Yes	No	Comments
7. IS THE BUDGET MATHEMATICALLY CORRECT?	<input type="checkbox"/>	<input type="checkbox"/>	
8. HAS THE BUDGET NARRATIVE BEEN REVIEWED TO DETERMINE THAT COSTS CONFORM TO THE APPLICABLE COST PRINCIPLES AND ARE ALLOCABLE, ALLOWABLE, NECESSARY, AND REASONABLE FOR THE PROGRAM/PROJECT?	<input type="checkbox"/>	<input type="checkbox"/>	ATTACH GRANT SPECIALIST COST REVIEW WORKSHEET FOR ADDITIONAL GUIDANCE GO TO HTTP://WWW.EPA.GOV/OGD/RECIPIENT/INTRO.HTM
IV. WORK PLAN REVIEW			N/A
9. ARE THE ACTIVITIES CONTAINED IN THE AMENDED WORK PLAN ALLOWABLE UNDER THE AUTHORIZING STATUTE?	<input type="checkbox"/>	<input type="checkbox"/>	
10. DOES THE AMENDED WORK PLAN COMPLY WITH THE ENVIRONMENTAL RESULTS ORDER?	<input type="checkbox"/>	<input type="checkbox"/>	THE ENVIRONMENTAL RESULTS ORDER (5700.7) REQUIRES WORK PLANS TO CONTAIN, TO THE MAXIMUM EXTENT PRACTICABLE, WELL-DEFINED OUTPUTS AND OUTCOMES AND TO SUPPORT THE AGENCY'S STRATEGIC GOALS, OBJECTIVES & SUB-OBJECTIVES.
11. 40 CFR 35 A & B APPLICANTS ONLY: DOES THE APPLICATION MEET THE REGULATORY CONTENT REQUIREMENTS OF 40 CFR 35.107 OR 35.507?	<input type="checkbox"/>	<input type="checkbox"/>	
12. DOES THE AMENDED APPLICATION INVOLVE ENVIRONMENTAL MEASUREMENT OR DATA COLLECTION WHICH WAS NOT IDENTIFIED IN PREVIOUS AWARD(S)?	<input type="checkbox"/>	<input type="checkbox"/>	PROJECT OFFICER MUST ADDRESS IN FUNDING RECOMMENDATION.
13. DOES THE AMENDED APPLICATION IDENTIFY ACTIVITIES WHICH WILL BE PERFORMED OUTSIDE OF THE UNITED STATES WHICH WERE NOT APPROVED IN THE ORIGINAL AWARD?	<input type="checkbox"/>	<input type="checkbox"/>	APPROVAL MUST BE OBTAINED FROM THE OFFICE OF INTERNATIONAL ACTIVITIES PRIOR TO AWARD.
14. DOES THIS AMENDED APPLICATION INCLUDE PROGRAM INCOME WHICH WAS NOT IDENTIFIED IN PREVIOUS AWARD(S)?	<input type="checkbox"/>	<input type="checkbox"/>	IF YES, P.O. MUST ADDRESS PROGRAM INCOME IN THE FUNDING RECOMMENDATION.
15. DOES THIS AMENDED APPLICATION INVOLVE HUMAN SUBJECT TESTING WHICH WAS NOT IDENTIFIED IN PREVIOUS AWARDS(S)?	<input type="checkbox"/>	<input type="checkbox"/>	IF YES, VERIFY PROGRAM HAS OBTAINED CLEARANCE FROM THE EPA HUMAN SUBJECTS APPROVAL OFFICIAL WHEN FUNDING RECOMMENDATION IS REVIEWED.
16. DOES THIS AMENDED APPLICATION INVOLVE ANIMAL SUBJECT TESTING WHICH WAS NOT IDENTIFIED IN PREVIOUS AWARDS(S)?	<input type="checkbox"/>	<input type="checkbox"/>	IF YES, PROGRAM MUST ADDRESS ANIMAL SUBJECTS IN FUNDING RECOMMENDATION.
17. DOES THE AMENDED WORK PLAN INCLUDE ACTIVITIES INVOLVING CONDUCTING CONFERENCES OR WORKSHOPS WHICH WERE NOT IDENTIFIED IN PREVIOUS AWARD(S)?	<input type="checkbox"/>	<input type="checkbox"/>	IF YES, REVIEW THE BEST PRACTICES GUIDE FOR CONFERENCES FOR COMPLIANCE.
18. IS THIS A COOPERATIVE AGREEMENT WHICH WILL INCLUDE THE SURVEY OR COLLECTION OF IDENTICAL INFORMATION FROM 10 OR MORE PERSONS, OR A GRANT WHICH WILL INCLUDE THE SURVEY OR COLLECTION OF IDENTICAL INFORMATION FROM 10 OR MORE PERSONS AND EPA WILL INFLUENCE THE DESIGN OR DEVELOP THE ACTIVITIES OF THE SURVEY WHICH WAS NOT IDENTIFIED IN THE ORIGINAL AWARD OR PREVIOUS AMENDMENTS?	<input type="checkbox"/>	<input type="checkbox"/>	IF YES, PROGRAM MUST ADDRESS OMB DATA COLLECTION REQUIREMENTS IN FUNDING RECOMMENDATION.
V. FUNDING RECOMMENDATION REVIEW			□ N/A
	Yes	No	Comments
19. IS THE EPA PROJECT OFFICER CERTIFICATION CURRENT?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
20. HAS THE FUNDING RECOMMENDATION BEEN SIGNED BY THE DELEGATED APPROVAL OFFICIAL?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
21. DOES THE PROJECT DESCRIPTION COMPLY WITH THE DATA QUALITY STANDARDS FOR PROJECT DESCRIPTIONS (GPI 04-05)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REVISE DESCRIPTION ON AWARD DOCUMENT

**U.S. Environmental Protection Agency
Comprehensive Administrative Review
for Amendments**

I. GENERAL INFORMATION			
APPLICANT <u>Building Performance Instit.</u>		ASSISTANCE NO. <u>83199901-3</u>	
DUNS NUMBER <u>949281273</u>		<small>[OBTAIN DUNS NUMBER IF NOT PREVIOUSLY RECEIVED]</small>	
TYPE OF ACTION: <input type="checkbox"/> SUPPLEMENTAL <small>[COMPLETE SECTIONS I THRU VII]</small> <input type="checkbox"/> SUPPLEMENTAL WITH B & P EXT. <small>[COMPLETE SECTIONS I THRU VIII]</small> <input checked="" type="checkbox"/> INCREMENTAL WITH CHANGE IN PROGRAM RESULTS CODE (PRC) OR MAJOR SCOPE <small>[COMPLETE SECTIONS I, II & V]</small> <input type="checkbox"/> MAJOR CHANGE IN SCOPE <small>[COMPLETE SECTIONS I, II & V]</small> <input type="checkbox"/> NO COST EXTENSION <small>[COMPLETE SECTIONS I, II, V QUESTIONS 19 & 21 & SECTION VIII]</small>			
DATE REQUEST/APPL. RECD. <u>1/26/07</u>		APPL. ENTERED INTO WAA/IGMS <u>1/27/07</u> PROGRAM APPROVAL RCVD. <u>12/20/07</u>	
II. ELIGIBILITY AND PRE-AWARD CAPABILITIES REVIEW			
		Yes	No
1. IS THE APPLICANT ON THE EXCLUDED PARTIES LIST SYSTEM?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
WEBSITE: <u>WWW.EPLS.GOV</u> DATE CHECKED: <u>1-26-07</u>		<small>FOR MORE INFORMATION: WWW.EPA/CECL/CONTRACTOR OR 40 CFR PART 32</small> <small>IF APPLICANT LISTED, CONTACT OGD</small>	
NON-PROFIT APPLICANTS			<input type="checkbox"/> N/A
		Yes	No
2. DOES THE GRANTEE COMPLIANCE ASSISTANCE & RECIPIENT SUMMARY DATABASE CONTAIN UNRESOLVED EVALUATION REPORTS FOR THIS RECIPIENT?			<input checked="" type="checkbox"/>
			<small>IF YES, THIS AMENDMENT MAY NOT BE FUNDED UNTIL REPORTS ARE CLOSED OR IF FINDINGS IN THE REPORTS ARE DETERMINED TO BE RELEVANT. THE RECIPIENT IS ON TRACK TO COMPLETE THE CORRECTIVE ACTION IN ACCORDANCE WITH EPA ORDER 5700.8. ASSESSING CAPABILITIES OF NON-PROFIT APPLICANTS FOR MANAGING ASSISTANCE AWARDS AND THE PRE-AWARD GUIDANCE.</small>
3. DOES THE RECIPIENT HAVE OVERDUE CLOSE-OUT ACTION?		<input type="checkbox"/>	<input checked="" type="checkbox"/>
			<small>IF YES, REVIEW THE APPLICANT'S RECORDS FOR OUTSTANDING CLOSE-OUTS AND DETERMINE WHETHER THE BACKLOGGED CLOSE-OUT(S) ARE REPRESENTATIVE OF A LACK OF ADMINISTRATIVE CAPABILITY IN ACCORDANCE WITH EPA ORDER 5700.8. ASSESSING CAPABILITIES OF NON-PROFIT APPLICANTS FOR MANAGING ASSISTANCE AWARDS AND THE PRE-AWARD GUIDANCE.</small>
III. ADMINISTRATIVE/FINANCIAL REVIEW			
		Yes	No
4. IS THE AMENDED APPLICATION FOR FEDERAL ASSISTANCE & ASSURANCE SIGNED BY THE AUTHORIZED CERTIFYING OFFICIAL?		<input type="checkbox"/>	<input type="checkbox"/>
5. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		<input type="checkbox"/>	<input type="checkbox"/>
6. IS THERE A STATUTORY/REGULATORY/PROGRAMMATIC COST SHARE REQUIREMENT FOR THIS AWARD?		<input type="checkbox"/>	<input type="checkbox"/>
MATCHING PERCENTAGE _____ OF (CIRCLE ONE: FEDERAL FUNDS OR TOTAL PROJECT COST) MATCH REQUIRED _____ MATCH PROVIDED _____		<small>IF YES, CONTACT RECIPIENT AND OBTAIN ADDITIONAL INFORMATION.</small> <small>IF YES, IS THE MATCH PROVIDED ADEQUATE? IF THE MATCH PROVIDED BY THE APPLICANT IS LESS THAN THE REQUIRED AMOUNT, THE APPLICATION MUST BE REVISED TO PROVIDE FOR ADEQUATE COST SHARING.</small>	

AAO Administrative Review for Assistance Agreements

ASSISTANCE NO. XA 831999-01-3

DATE 1/31/07

- ☒ OVER \$1M/Copy to Betty M.
- ☒ Certification of Discretionary Grant 4/30/05
- ☒ Non-Profit (New) Preaward Certified (over \$200K)
- ☒ Non-Profit (New) Programmatic Capability Review for Non-Competed Only
- ☒ Non-Profit New Awards/Amendments - Open Des. Reviews or On-sites, Outstanding Closeouts?
- ☒ Baseline Monitoring for Amendments
- ☒ Cooperative Agreement w/appropriate TCs
- ☒ SMALL GRANT
- ☒ Correct Decision Official/Del of Auth
- ☒ PO Training / Monitoring Form
- ☒ Cost Sharing / Partial Funding TC
- ☒ 501 (c)(4) TCs 54/55 & Status
- ☒ DBE/MBE TC 15 / Indian MBE TC 67
- ☒ Lobbying/Litigation TC 64
- ☒ Civil Rights Form or TC 61 added
- ☒ IDC negotiated or TC added
- ☒ CFDA and Program Code
- ☒ Correct PRC (D/E) / Object Class / Com. Notice Signed
- ☒ Env. Results (Obj/Subobj-Outputs/Outcomes) w/TC [1/1/05]
- ☒ Prevalidation / Freezing
- ☒ Total BP costs/EPA Dollars (p.1,2,3)
- ☒ Multiple PRC Codes / Allocation Meth
- ☒ Correct Appropriation
- ☒ Mixed Appropriation Justification / Alloc Meth
- ☒ Statutory Authority (Lucille Liem) / Regulatory Auth
- ☒ ASRO Approval over \$1M
- ☐ Assistance vs Acquisition (Jim Drummond)
- ☐ Compliance with Competition Policy
- ☐ Unsolicited Research (cost share required)
- ☐ Quality Assurance / TC 24 added
- ☐ Reviews / Negative Comments Addressed
- ☐ Foreign NEPA cited / OIA Approval / Fly America TC 13
- ☒ FOP/Deviation TC 38
- ☒ Prompt Payment TC 1
- ☒ Drug Free TC 80
- ☒ No Feds TC 12
- ☒ HACH TC 2 /FSR TC 3/Unliquidated Obs TC 3A or 3B
- ☒ Consultants TC 5
- ☒ Debarment TC 75
- ☒ Early Start Date over 90 Days TC 59
- ☐ Conference Questionnaire
- ☐ Program Income TC 63
- ☐ EPA In-Kind in Budget / TC added
- ☐ Use of EPA logo - add TC
- ☐ Copyright TC 65
- ☐ Research Misconduct TC 60
- ☐ State Recipient/TCs 11,51,52,53,73
- ☐ Progress Report TC / Final Report TC
- ☐ Human Subjects TC 6 / ORD Approval
- ☐ Animal Subjects TC 7
- ☐ Deviation for Extension (Res & Tng) TC 41
- ☐ Minority Issue - Tanya Lawrence/Katherin Hall (OGC)
- ☐ Computer Models Questionnaire
- ☒ PRA/ICR Issue - Barbara Pace (OGC) TC 9
- ☒ IGMS Entries - checked DUNNS No/AAship/Delegate/Coordinator
- ☒ EPI S and SDN Lists Checked

Need to include full budget on p.3

Redo EPLS

*change title for Payee re
key contacts*

Has PRC changed? If so

include in description

get PO approval (previous amend)

Review description

you need new ink cartridge

Free monies

Total BP costs

ACT TCS \$5, \$4, \$, 7\$

2/7/07

p.143 cost share ratio

p.3 line 18

Number TC 1

Complete TC 1

Redo EPLS - do each name separately

DATE: 1/26/07

ROUTING AND TRANSMITTAL SLIP

	Initials	Date
1. Pat Simon Associate Award Official	PS	2/15/07
2. MAIL OUT		2/23/07
3. Maureen Hingeley		

AWARD/AMENDMENTS FOR ACTION

I.D. NUMBER: 83199901-3

<input type="checkbox"/> New Agreement	<input type="checkbox"/> New Fellowship
<input checked="" type="checkbox"/> Increase Funding	<input type="checkbox"/> Fellowship Increase
<input type="checkbox"/> Time Extension With Funds	
<input type="checkbox"/> No Cost Extension	
<input type="checkbox"/> Closeout	

FROM: Maureen Hingeley
202-564-1314

Recipients may access the Excluded Parties List System at <http://www.epls.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

All other Administrative Conditions Remain the Same

Programmatic Conditions

All Programmatic Conditions Remain the Same

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs (40 CFR Part 35, Subpart A and B) and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, by October 30 of each year.

(f) If race and /or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.

ii. The recipient agrees, if a contract is awarded under this assistance agreement, in accordance with Section 129 of Public Law 100-590, the Small Business Administration and Real Estate Brokerage and Amendment Act of 1988, to utilize and encourage the contractor to utilize small business located in rural areas (SBRA), to the maximum extent possible, through the use of the six affirmative steps.

EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions.

2. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2007, the limit is \$557.28 per day and \$69.66 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provided the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).

3. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

4. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Administrative Conditions

1. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY2006 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements:

(a) The recipient accepts the applicable FY2006 Minority Business Enterprise (MBE)/Women's Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY2006 MBE/WBE "fair share" goals/objectives as follows:

	MBE		WBE
Construction	<u>6</u> %		<u>6</u> %
Supplies	<u>8.8</u> %		<u>8.8</u> %
Services	<u>8.8</u> %		<u>8.8</u> %
Equipment	<u>8.8</u> %		<u>8.8</u> %

OR

Combined Rate: _____ % _____ %

If the recipient wishes to negotiate their own MBE/WBE goals, the recipient must submit proposed MBE/WBE goals based on an availability analysis, or, at their option, a disparity study, of qualified MBEs and WBEs to do the work in the relevant market for construction, equipment, services, and supplies. The recipient agrees to submit proposed "fair share" objectives, together with the supporting availability analysis or disparity study, to the MBE/WBE Coordinator, Veronica Squirrel, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of award. EPA will conclude "fair share" negotiations within 30 days of receiving the submission. Once EPA approves the objectives, the recipient agrees to apply them in accordance with paragraphs 1.(b)-(f).

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged.

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives of Federal funds and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR 30.44(b), 40 CFR 31.36(e), or 40 CFR 35.6580, as appropriate, and retain records documenting compliance.

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$385,000
2. Fringe Benefits	\$130,000
3. Travel	\$81,000
4. Equipment	\$0
5. Supplies	\$8,000
6. Contractual	\$179,000
7. Construction	\$0
8. Other	\$4,500
9. Total Direct Charges	\$787,500
10. Indirect Costs: % Base	\$212,500
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$1,000,000
12. Total Approved Assistance Amount	\$1,000,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$133,000
15. Total EPA Amount Awarded To Date	\$921,000

XA - 83199901 - 3 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 788,000	\$ 133,000	\$ 921,000
EPA In-Kind Amount	\$ 0	\$	\$ 0
Unexpended Prior Year Balance	\$ 0	\$	\$ 0
Other Federal Funds	\$ 0	\$	\$ 0
Recipient Contribution	\$ 0	\$	\$ 0
State Contribution	\$ 0	\$	\$ 0
Local Contribution	\$ 0	\$	\$ 0
Other Contribution	\$ 0	\$	\$ 0
Allowable Project Cost	\$ 788,000	\$ 133,000	\$ 921,000


Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66 034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act Sec. 103	40 CFR PART 30

[illegible]

USE YOUR FILE

FEB 23 2007

XA - 83199901 - 3 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		ASSISTANCE ID NO.		DATE OF AWARD 02/15/2007	
			PRG	DOC ID		AMEND#
			XA -	83199901		- 3
			TYPE OF ACTION Augmentation Inc			
RECIPIENT TYPE Not for Profit			Send Payment Request to: Las Vegas Finance Center			
RECIPIENT Building Performance Institute Inc 10 Hermes Road, Suite 200 Malta, NY 12020 EIN: 14-1789014			PAYEE: Office Manager Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020			
PROJECT MANAGER William Partapiano Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020 E-Mail: wp3@bpi.org Phone: 518-899-2727		EPA PROJECT OFFICER Chandler VonSchrader 1200 Pennsylvania Ave, NW Washington, DC 20460 E-Mail: vonschrader.chandler@epamail.epa.gov Phone: 202-343-9096		EPA GRANT SPECIALIST Maureen Hingeley Grants Administration Division 1200 Pennsylvania Ave NW Washington, DC 20460 E-Mail: hingeley.maureen@epamail.epa.gov Phone: 202-564-1314		
PROJECT TITLE AND EXPLANATION OF CHANGES National Certification Program for Whole-House Contractors Incremental Amendment						
BUDGET PERIOD 09/01/2004 - 08/31/2007		PROJECT PERIOD 09/01/2004 - 08/31/2007		TOTAL BUDGET PERIOD COST \$1,000,000.00		
				TOTAL PROJECT PERIOD COST \$1,000,000.00		
<p align="center">NOTICE OF AWARD</p> <p>Based on your application dated 07/13/2004, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$133,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$921,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter I, Subchapter B, and all terms and conditions of this agreement and any attachments.</p>						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS Grants Administration Division 1200 Pennsylvania Ave, NW 3903R Washington, DC 20460			ORGANIZATION / ADDRESS Environmental Protection Agency Office of Air and Radiation 1200 Pennsylvania Ave, NW Washington, DC 20460			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Midred Lee, Chief, Grants Operations Branch A		DATE 02/15/2007		
AFFIRMATION OF AWARD						
BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE		TYPED NAME AND TITLE		DATE		

TOP

SECTION 2

(WHITE)

Sally J. Larmon

Director of Administration

Building Performance Institute, Inc

Saratoga Technology + Energy Park

10 Hermes Rd Suite 200

Malta, NY 12020

slarmon@bpi.org

www.bpi.org

tel1:

tel2:

fax:

518-899-2727

877-274-1274

518-899-1622



Maureen
Hingeley/DC/USEPA/US
03/05/2007 01:00 PM

To Sally Larmon <slarmon@bpi.org>
cc Chandler VonSchrader/DC/USEPA/US@EPA
bcc
Subject Re: EPA Grant XA - 83199901-3

Thanks Sally, I made the change in our records.
Maureen

Sally Larmon <slarmon@bpi.org>



Sally Larmon
<slarmon@bpi.org>
03/05/2007 12:52 PM

To Maureen Hingeley/DC/USEPA/US@EPA
cc Zarker@verizon.net
Subject EPA Grant XA - 83199901-3

The Project Manager for this grant has changed as Mr. Parlapiano is no longer employed by BPI. The new information is:

Sally Larmon

Building Performance Institute Inc

10 Hermes Rd. Suite 200

Malta NY 12020

slarmon@bpi.org

518-899-2727 x 103

Recipients may access the Excluded Parties List System at <http://www.epls.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

All other Administrative Conditions Remain the Same

Programmatic Conditions

All Programmatic Conditions Remain the Same

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs (40 CFR Part 35, Subpart A and B) and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, by October 30 of each year.

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.

ii. The recipient agrees, if a contract is awarded under this assistance agreement, in accordance with Section 129 of Public Law 100-590, the Small Business Administration and Reauthorization and Amendment Act of 1988, to utilize and encourage the contractor to utilize small business located in rural areas (SBRA), to the maximum extent possible, through the use of the six affirmative steps.

iii. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions.

2. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2007, the limit is \$557.28 per day and \$69.66 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provided the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).

3. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

4. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Administrative Conditions

1. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY2006 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements.

(a) The recipient accepts the applicable FY2006 Minority Business Enterprise (MBE)/Women's Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY2006 MBE/WBE "fair share" goals/objectives as follows:

	MBE		WBE
Construction	<u>6</u> %		<u>6</u> %
Supplies	<u>8.8</u> %		<u>8.8</u> %
Services	<u>8.8</u> %		<u>8.8</u> %
Equipment	<u>8.8</u> %		<u>8.8</u> %

OR

Combined Rate: % %

If the recipient wishes to negotiate their own MBE/WBE goals, the recipient must submit proposed MBE/WBE goals based on an availability analysis or, at their option, a disparity study, of qualified MBEs and WBEs to do the work in the relevant market for construction, equipment, services, and supplies. The recipient agrees to submit proposed "fair share" objectives, together with the supporting availability analysis or disparity study, to the MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of award. EPA will conclude "fair share" negotiations within 30 days of receiving the submission. Once EPA approves the objectives, the recipient agrees to apply them in accordance with paragraphs 1.(b)-(f).

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged.

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives of Federal funds and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR 30.44(b), 40 CFR 31.36(e), or 40 CFR 35.6580, as appropriate, and retain records documenting compliance.

Budget Summary Page

Table A - Object Class Category (Non construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$385,000
2. Fringe Benefits	\$130,000
3. Travel	\$81,000
4. Equipment	\$0
5. Supplies	\$8,000
6. Contractual	\$179,000
7. Construction	\$0
8. Other	\$4,500
9. Total Direct Charges	\$787,500
10. Indirect Costs: % Base	\$212,500
11. Total (Share: Recipient 0.00 % Federal 100.00 %.)	\$1,000,000
12. Total Approved Assistance Amount	\$1,000,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$133,000
15. Total EPA Amount Awarded To Date	\$921,000

XA - 83199901 - 3 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 788,000	\$ 131,000	\$ 921,000
EPA In-Kind Amount	\$ 0	\$	\$ 0
Unexpended Prior Year Balance	\$ 0	\$	\$ 0
Other Federal Funds	\$ 0	\$	\$ 0
Recipient Contribution	\$ 0	\$	\$ 0
State Contribution	\$ 0	\$	\$ 0
Local Contribution	\$ 0	\$	\$ 0
Other Contribution	\$ 0	\$	\$ 0
Allowable Project Cost	\$ 788,000	\$ 131,000	\$ 921,000



Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
6E 034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act Sec. 103	40 CFR PART 30

[illegible]

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE

XA - 83199901 - 3 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		ASSISTANCE ID NO.			DATE OF AWARD 02/15/2007
			PRG	DOC ID	AMEND#	
			XA	83199901	- 3	
			TYPE OF ACTION Augmentation Increase			
PAYMENT METHOD: ACH			MAILING DATE 02/23/2007			ACH#
RECIPIENT TYPE: Not for Profit			Send Payment Request to: Las Vegas Finance Center			
RECIPIENT: Building Performance Institute Inc 10 Hermes Road, Suite 200 Malta, NY 12020 EIN: 14-1789014			PAYEE: Office Manager Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020			
PROJECT MANAGER William Parlapiano Building Performance Institute, Inc. 10 Hermes Road, Suite 200 Malta, NY 12020 E-Mail: wpj3@bpi.org Phone: 518-899-2727		EPA PROJECT OFFICER Chandler VonSchrader 1200 Pennsylvania Ave, NW Washington, DC 20460 E-Mail: vonschrader.chandler@epamail.epa.gov Phone: 202-343-9095		EPA GRANT SPECIALIST Maureen Hingeley Grants Administration Division 1200 Pennsylvania Ave, NW Washington, DC 20460 E-Mail: hingeley.maureen@epamail.epa.gov Phone: 202-564-1314		
PROJECT TITLE AND EXPLANATION OF CHANGES National Certification Program for Whole-House Contractors Incremental Amendment						
BUDGET PERIOD 09/01/2004 - 08/31/2007		PROJECT PERIOD 09/01/2004 - 08/31/2007		TOTAL BUDGET PERIOD COST \$1,000,000.00		TOTAL PROJECT PERIOD COST \$1,000,000.00
NOTICE OF AWARD Based on your application dated 07/13/2004, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$133,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$921,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter I, Subchapter B, and all terms and conditions of this agreement and any attachments.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)				AWARD APPROVAL OFFICE		
ORGANIZATION / ADDRESS Grants Administration Division 1200 Pennsylvania Ave, NW 3903R Washington, DC 20460				ORGANIZATION / ADDRESS Environmental Protection Agency Office of Air and Radiation 1200 Pennsylvania Ave, NW Washington, DC 20460		
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Mildred Lee, Chief - Grants Operations Branch A			DATE 02/15/2007	
AFFIRMATION OF AWARD BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE 		TYPED NAME AND TITLE Sally Lerman, Director			DATE 3-7-07	

SS-01A-8-HAR-1002

ADMINISTRATIVE DIVISION
EPA
060-GRANTS

3/8/07

[Handwritten signature]



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAUREEN

RE: Notice of EPA Assistance Award

FEB 23 2007

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Dear Authorized Representative:

Enclosed is your Notice of Award from the U.S. Environmental Protection Agency. Please carefully review the assistance agreement and the terms and conditions.

Please make a copy for your records and provide the appropriate copies within your organization. You must affirm your intent to utilize the assistance by **signing** the Affirmation of Award and **returning** the full document to EPA within three weeks to the following address:

Grants Operations Branch (3903R)
Grants Administration Division
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460

Please note that the above address is EPA's mailing address for postal delivery. If you want to send the Notice of Award via courier, the following address should be used:

Grants Administration Division
Fifth Floor, Room 51234
Ronald Reagan Building
U.S. Environmental Protection Agency
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
(202) 564 5320

If the Notice of Award includes any terms and conditions requiring signed certifications or assurances, you must return them with the signed Affirmation. Payment will be made available after the Affirmation of Award and any required assurances are received. Failure to affirm and return the Notice of Award within 3 weeks of receipt may result in withdrawal of this award. If you have any questions, please contact your grants specialist identified on the award document. Please reference the EPA assistance number on all future correspondence regarding this assistance agreement.

Enclosures

entire
3/8/07
Maureen

5. Management fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

6. All Other Administrative Conditions Remain the Same

Programmatic Conditions

All Programmatic Conditions Remain the Same

Cooperative Agreements and Interagency Agreements," beginning with the Federal fiscal year quarter the recipient receives the award and continuing until the project is completed. These reports must be submitted to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of the end of the Federal fiscal quarter (January 30, April 30, July 30, and October 30). For assistance awards for continuing environmental programs (40 CFR Part 35, Subpart A and B) and assistance awards with institutions of higher education, hospitals and other non-profit organizations, the recipient agrees to submit an EPA form 5700-52A to MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, by October 30 of each year.

(f) If race and/or gender neutral efforts prove inadequate to achieve a "fair share" objective, the recipient agrees to notify EPA in advance of any race and/or gender conscious action it plans to take to more closely achieve the "fair share" objective.

2. The recipient agrees, if a contract is awarded under this assistance agreement, in accordance with Section 129 of Public Law 100-590, the Small Business Administration and Reauthorization and Amendment Act of 1988, to utilize and encourage the contractor to utilize small business located in rural areas (SBRA), to the maximum extent possible, through the use of the six affirmative steps.

3. EPA may take corrective action under 40 CFR Parts 30, 31, and 35, as appropriate, if the recipient fails to comply with these terms and conditions.

2. Payment to consultants. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2007, the limit is \$557.28 per day and \$69.66 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provided the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).

3. The recipient agrees to provide EPA Form 5700-53, Lobbying and Litigation Certificate as mandated by EPA's annual appropriations act. A chief executive officer of any entity receiving funds under this Act shall certify that none of these funds have been used to engage in the lobbying of the Federal Government or litigation against the United States unless authorized under existing law. The certification must be submitted in accordance with the instructions provided by the EPA award official and is due 90 days after the end of the project period.

4. Recipients shall fully comply with Subpart C of 40 CFR Part 32, entitled "Responsibilities of Participants Regarding Transactions." Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of 40 CFR Part 32, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under 40 CFR 32.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipients may access the Excluded Parties List System at <http://www.epls.gov>. This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

Administrative Conditions

1. Minority Business Enterprises (MBE)/Women's Business Enterprises (WBE) Terms and Conditions for non-SRF Recipients with EPA-approved FY2006 MBE/WBE Goals that were not based on historical data of dollars awarded to MBEs and WBEs

1. The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements.

(a) The recipient accepts the applicable FY2006 Minority Business Enterprise (MBE)/Women's Business Enterprise (WBE) "fair share" goals/objectives negotiated with EPA by the State as the FY2006 MBE/WBE "fair share" goals/objectives as follows:

	MBE	WBE
Construction	6 %	6 %
Supplies	8.8 %	8.8 %
Services	8.8 %	8.8 %
Equipment	8.8 %	8.8 %

OR

Combined Rate	_____ %	_____ %
---------------	---------	---------

If the recipient wishes to negotiate their own MBE/WBE goals, the recipient must submit proposed MBE/WBE goals based on an availability analysis, or, at their option, a disparity study, of qualified MBEs and WBEs to do the work in the relevant market for construction, equipment, services, and supplies. The recipient agrees to submit proposed "fair share" objectives, together with the supporting availability analysis or disparity study, to the MBE/WBE Coordinator, Veronica Squirrell, U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, N.W. Mail Code 3903R, Room 51275, Washington, DC 20460, 202-564-5347, within 30 days of award. EPA will conclude "fair share" negotiations within 30 days of receiving the submission. Once EPA approves the objectives, the recipient agrees to apply them in accordance with paragraphs 1 (b)-(f).

(b)(1) The recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities.

(2) For assistance agreements related to research under the Clean Air Act Amendments of 1990, the recipient agrees to ensure, to the fullest extent possible, that at least the applicable "fair share" objectives of Federal funds for prime contracts or subcontracts for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women, disabled Americans, Historically Black Colleges and Universities, Colleges and Universities having a student body in which 40% or more of the students are Hispanic, minority institutions having a minority student body of 50% or more, and private and voluntary organizations controlled by individuals who are socially and economically disadvantaged.

(c) The recipient agrees to include in its bid documents the applicable "fair share" objectives of Federal funds and require all of its prime contractors to include in their bid documents for subcontracts the negotiated "fair share" percentages.

(d) The recipient agrees to follow the six affirmative steps or positive efforts stated in 40 CFR 30.44(b), 40 CFR 31.36(e), or 40 CFR 35.6580, as appropriate, and retain records documenting compliance.

(e) The recipient agrees to submit an EPA form 5700-52A "MBE/WBE Utilization Under Federal Grants,

Budget Summary Page

Table A - Object Class Category (Non-construction)		Total Approved Allowable Budget Period Cost
1. Personnel		\$385,000
2. Fringe Benefits		\$130,000
3. Travel		\$81,000
4. Equipment		\$0
5. Supplies		\$8,000
6. Contractual		\$179,000
7. Construction		\$0
8. Other		\$4,500
9. Total Direct Charges		\$787,500
10. Indirect Costs: 24.05% Base NTDC		\$212,500
11. Total (Share: Recipient 0.00% Federal 100.00%)		\$1,000,000
12. Total Approved Assistance Amount		\$1,000,000
13. Program Income		\$0
14. Total EPA Amount Awarded This Action		\$79,000
15. Total EPA Amount Awarded To Date		\$1,000,000

XA - 83199901 - 4 Page 2

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 921,000	\$ 79,000	\$ 1,000,000
EPA In-Kind Amount	\$ 0	\$	\$ 0
Unexpended Prior Year Balance	\$ 0	\$	\$ 0
Other Federal Funds	\$ 0	\$	\$ 0
Recipient Contribution	\$ 0	\$	\$ 0
State Contribution	\$ 0	\$	\$ 0
Local Contribution	\$ 0	\$	\$ 0
Other Contribution	\$ 0	\$	\$ 0
Allowable Project Cost	\$ 921,000	\$ 79,000	\$ 1,000,000



Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66 034 Surveys, Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act, Sec. 103	40 CFR PART 30

[illegible]

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE
XA - 83199901 - 4 Page 1

LVY

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		ASSISTANCE ID NO.		DATE OF AWARD 09/28/2007 MAILING DATE 10/05/2007 ACH#	
			PRG	DOC ID		AMEND#
			XA -	83199901		- 4
			TYPE OF ACTION Augmentation Increase			
RECIPIENT TYPE: Not for Profit			Send Payment Request to: Las Vegas Finance Center			
RECIPIENT: Building Performance Institute Inc 10 Hermes Road, Suite 200 Malta, NY 12020 EIN: 14-1789014			PAYEE: Office Manager Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020			
PROJECT MANAGER		EPA PROJECT OFFICER		EPA GRANT SPECIALIST		
Sally Lannon Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020 E-Mail: slannon@bpi.org Phone: 877-274-1274		Chandler VonSchrader 1200 Pennsylvania Ave NW 6202J Washington, DC 20460 E-Mail: VonSchrader.Chandler@epa.gov Phone: 202-343-9096		Jill Clark 1200 Pennsylvania Ave NW Washington, DC 20460, 3903R E-Mail: Clark.Jill@epa.gov Phone: 202-564-1314		
PROJECT TITLE AND EXPLANATION OF CHANGES National Certification Program for Whole-House Contractors Incremental Amendment						
BUDGET PERIOD 09/01/2004 - 02/29/2008		PROJECT PERIOD 09/01/2004 - 02/29/2008		TOTAL BUDGET PERIOD COST \$1,000,000.00		
				TOTAL PROJECT PERIOD COST \$1,000,000.00		
NOTICE OF AWARD Based on your application dated 07/13/2004, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$79,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$1,000,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter I, Subchapter B, and all terms and conditions of this agreement and any attachments.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS Grants and Interagency Agreement Management Division 1200 Pennsylvania Ave. NW Mail code 3903R Washington, DC 20460			ORGANIZATION / ADDRESS Environmental Protection Agency Office of Air and Radiation 1200 Pennsylvania Ave. NW Washington, DC 20460			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Jeff Meetre, Chief - Grants Operations Branch A		DATE 09/28/2007		
AFFIRMATION OF AWARD BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE 		TYPED NAME AND TITLE Sally Lannon, Director of Administration		DATE 10-11-07		

2007 OCT 15 A 10:58

ADMINISTRATIVE DIVISION
060-000-000
EPA



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

LVY

RE: Notice of EPA Assistance Award

OCT - 5 2007

OFFICE OF
ADMINISTRATION
AND RESOURCES
MANAGEMENT

Dear Authorized Representative:

Enclosed is your Notice of Award from the U.S. Environmental Protection Agency. Please carefully review the assistance agreement and the terms and conditions.

Please make a copy for your records and provide the appropriate copies within your organization. You must affirm your intent to utilize the assistance by signing the Affirmation of Award and returning the full document to EPA within three weeks to the following address:

Grants Operations Branch (3903R)
Grants Administration Division
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Washington, D.C. 20460

Please note that the above address is EPA's mailing address for postal delivery. If you want to send the Notice of Award via courier, the following address should be used:

✓ Grants Administration Division - J. H. Clark
Fifth Floor, Room 51234
Ronald Reagan Building
U.S. Environmental Protection Agency
1300 Pennsylvania Avenue, N.W.
Washington, D.C. 20004
(202) 564-5320

2007 OCT 15 A 10:57
EPA
OGD-GRANTS
ADMINISTRATION DIVISION

If the Notice of Award includes any terms and conditions requiring signed certifications or assurances, you must return them with the signed Affirmation. Payment will be made available after the Affirmation of Award and any required assurances are received. Failure to affirm and return the Notice of Award within 3 weeks of receipt may result in withdrawal of this award. If you have any questions, please contact your grants specialist identified on the award document. Please reference the EPA assistance number on all future correspondence regarding this assistance agreement.

Enclosures

**Grants and Interagency Agreements Management Division
Organization and Staffing Plan 10/16/07**

GIAMD
Administrative Assistant

Richard Kuhlman
Nichelle Hayes

Fellowship, IAGs and SEEs Branch

Sandra Waugh-Williams

Fellowships and SEEs
Team Lead
Grant Specialist

Vacant
Diane Greene

IAGs
Team Lead
Grant Specialists

Vacant
Linda Perry
Michelle Messick
Joseph Faria

Grants Management Branch A

Jeff Meetre

ORD/NCER and OPPTS
AAO
Grant Specialists

LaShaun Phillips (Acting)
Cheryl Clark
Bobak Zarrinnahad
Adriana Alvarez
Jill Clark
Vacant

ORD/Labs, all other ORD, OA, G. A and all other foreign grants
AAO
Grant Specialists

Pat Simon
Karen Bass
Kelley Boatwright
Jennifer Bogus
Stephanie Saelzer
Vacant

Grants Management Branch B

Denise Polk

OAR and OECA
AAO
Grant Specialists



Gary Carrozza
Barbara Proctor
Ken Sylvester
Thuy Nguyen
Vacant

OW, OEI and OSWER
AAO
Grant Specialists

Phillip Schindel (Acting)
Jessica Durand
Adam Fett
Vacant (3)

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE

EPA OFFICIAL FILE COPY
RETURN AFTER SIGNATURE
XA - 83199901 - 4 Page 1

	U.S. ENVIRONMENTAL PROTECTION AGENCY Assistance Amendment		ASSISTANCE ID NO.		DATE OF AWARD 09/28/2007 MAILING DATE 10/05/2007 ACH#	
			PRG	DOC ID		AMEND#
			XA	83199901		- 4
			TYPE OF ACTION Augmentation Increase			
RECIPIENT TYPE: Not for Profit		Send Payment Request to: Las Vegas Finance Center				
RECIPIENT: Building Performance Institute Inc 10 Hermes Road, Suite 200 Malta, NY 12020 EIN: 14-1789014		PAYEE: Office Manager Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020				
PROJECT MANAGER Sally Larmon Building Performance Institute, Inc 10 Hermes Road, Suite 200 Malta, NY 12020 E-Mail: slarmon@bpi.org Phone: 877-274-1274		EPA PROJECT OFFICER Chandler VonSchrader 1200 Pennsylvania Ave. NW 6202J Washington, DC 20460 E-Mail: VonSchrader.Chandler@epa.gov Phone: 202-343-9096		EPA GRANT SPECIALIST Jill Clark 1200 Pennsylvania Ave. NW Washington, DC 20460 3903R E-Mail: Clark.Jill@epa.gov Phone: 202-564-1314		
PROJECT TITLE AND EXPLANATION OF CHANGES National Certification Program for Whole-House Contractors Incremental Amendment						
BUDGET PERIOD 09/01/2004 - 02/29/2008		PROJECT PERIOD 09/01/2004 - 02/29/2008		TOTAL BUDGET PERIOD COST \$1,000,000.00		
				TOTAL PROJECT PERIOD COST \$1,000,000.00		
NOTICE OF AWARD Based on your application dated 07/13/2004, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$79,000. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$1,000,000. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter I, Subchapter B, and all terms and conditions of this agreement and any attachments.						
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)			AWARD APPROVAL OFFICE			
ORGANIZATION / ADDRESS Grants and Interagency Agreement Management Division 1200 Pennsylvania Ave. NW Mail code 3903R Washington, DC 20460			ORGANIZATION / ADDRESS Environmental Protection Agency Office of Air and Radiation 1200 Pennsylvania Ave. NW Washington, DC 20460			
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY						
SIGNATURE OF AWARD OFFICIAL Digital signature applied by EPA Award Official		TYPED NAME AND TITLE Jeff Meete, Chief, Grants Operations Branch A		DATE 09/28/2007		
AFFIRMATION OF AWARD BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION						
SIGNATURE 		TYPED NAME AND TITLE Sally Larmon, Director of Administration		DATE 10-11-07		

entered into DGMS
10.12.07
ivy

TOP

SECTION 3

(GREEN)

Notification of Change of Project Officer
(Grants, Cooperative Agreements and IAGs)

Date: 6/29/06

Project ID Number: XA-83199901 Recipient's State:

Recipient: Building Performance Institute

New Project Officer: Chandler Von Schrader

Have You Taken Project Officer Training? Yes If so, when?

Mailing Address: 6202 J, 1200 Penn Ave NW WDC 20460

Phone Number: (202) 343-9096 Fax Number (202) 343-

E-mail: vonschrader.chandler@epa.gov

Previous Project Officer: Lena Nark

Your Signature: CM v. W

Approval Signature (if appropriate):

PLEASE RETURN TO: Grants Administration Division (3903R)

RECEIVED
JULY
06 11:03 AM 9:21
ADMINISTRATIVE DIVISION

Asher

Notification of Change of Project Officer
(Grants, Cooperative Agreements and IAGs)

Date: 6/29/06

Project ID Number: XA-83199901 Recipient's State:

Recipient: Building Performance Institute

New Project Officer: Chandler Von Schrader

Have You Taken Project Officer Training? Yes If so, when?

4/12/06

Mailing Address: 62025, 1200 Penn Ave NW Suite 2040

Phone Number: (202) 343-9096 Fax Number (202) 343-2200

E-mail: vonschrader.chandler@epa.gov

Previous Project Officer: Lena Narkv

Your Signature:

[Signature]

Approval Signature (if appropriate):

[Signature]

PLEASE RETURN TO: Grants Administration Division (3903R)

ADND

06

RECEIVED

Val,
Recent P.O. Changes

S.D.

TOP

SECTION 4

(RED)



LOBBYING AND LITIGATION CERTIFICATE*

I hereby certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

BLDGPERINS - Building Performance Institute Inc
Malta, NY

Assistance Agreement

Number(s) **

Chief Executive Offi

XA

Date

Complete this form pursuant to the 2001 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Acts, Public Law 106-277, Section 424 and 2001 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Acts, Public Law 106-74, Section 426 and any other subsequent Appropriation Act requirements.

**If certifying for more than one grant number and more space is needed, please list additional numbers in the space provided below:

Please mail this form to: Jill Clark (phone 202 564 1314) DO NOT send this information to the Office of Management & Budget

Burden Statement - The annual public reporting and record keeping burden for this collection of information is estimated to average 5 minutes per respondent. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions, develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information, adjust the existing ways to comply with any previously applicable instructions and requirements, train personnel to be able to respond to a collection of information, search data sources, complete and review the collection of information, and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimate, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Regulatory Information Division, U.S. Environmental Protection Agency (2117), 401 M St., S.W. Washington, D.C. 20460, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 15th Street, N.W. Washington, DC 20503. Attention: Desk Officer for EPA. Include the EPA ICR number and OMB control number in any correspondence.

EPA Form 3700-51 (Rev. 2-02)



United States Environmental Protection Agency

EPA HQ
1200 Pennsylvania Ave. NW
Washington, DC 20460

06/04/2007

BLDGPERINS - Building Performance Institute Inc
10 Plains Road
Malta, NY 12020

Re: Closeout of EPA Assistance Agreement # XA83199901
Recipient Project Manager: Sally Larmon

Dear Authorized Representative,

The above referenced assistance project will end on 08/31/2007. If you need to extend this project, please submit your request within the next 14 days to your EPA project officer, Chandler Vonschrader at 202-343-9096.

Thank you for your assistance in this matter. If you have any questions or concerns, you may contact your Grants Specialist, Jill Clark at 202.564.1314.

Sincerely,
Jill Clark

Grants Operations Branch
Grants Administration Division

cc: Chandler Vonschrader
EPA Official File

TOP

SECTION 5

(YELLOW)

For the above reasons, VEIC is the only potential contractor to complete this work within the required time frame.

Submitted by: Stephen Cowell, BPI board member

Revised Budget and Staffing Plan: EPA Grant # XA - 831-0901-0

BPI

Submitted as part of quarterly report

1. Revised plan for delivery of work scope: Based on the open solicitation for staff to fill the position of CEO and the need to also fill the position of Executive Director, the board carried out an extensive search process. Based on this competitive solicitation process, the Board voted to hire a CEO which was consistent with the tasks and salary proposed under the grant proposal but also chose to hire a consultant to fulfill many of the tasks that were allocated to the Executive Director but also some that were originally allocated to the CEO in the original submission. This modification was needed as a result of the resignation of the Executive Director partway through the search process. The best candidate to carry out these functions was determined to be a consultant rather than a staff position.
2. The budget for one year of consultant time was calculated at \$99,086 based on the work scope and rates submitted by the consultant. This requires a modification of the budget to reduce the amount of funds allocated to staffing and reallocate this funding to the consultant line item. This revised budget is attached.
3. The procurement process for the services of the consultant, Larry Zarcher, were carried out through a competitive solicitation process and the review of all proposed providers of this service by a selection committee of the board. These services are being procured at a reasonable rate and consistent with a proposed work scope that has been reviewed by the new CEO, search committee and EPA grant sub-committee of the Board. This scope of work is also attached.

The Board of Directors of BPI hereby submits these changes and modifications to its budget and procurement documentation for review and incorporation into our grant agreement.

cc. Revised budget

Summary Scope of work for Larry Z. (we should extract 2-3 paragraph overview as a summary)

Resume/background for Larry

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Outreach & Project Management	\$ 5,783.00	\$ 50,000.00	\$	\$ 55,783.00	
9. Affiliate Development	5,783.00	50,000.00		55,783.00	
10. Technical Development	5,783.00	50,000.00		55,783.00	
11. Quality Assurance	5,783.00	0.00		5,783.00	
12. TOTAL (sum of lines 8-11)	23,132.00	\$ 150.00	\$ 0.00	\$ 173,132.00	

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 296,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00	\$ 74,000.00
14. Non-Federal	142,000.00	35,500.00	35,500.00	35,500.00	35,500.00
15. TOTAL (sum of lines 13 and 14)	\$ 438,000.00	\$ 109,500.00	\$ 109,500.00	\$ 109,500.00	\$ 109,500.00

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Outreach & Project Management	\$ 90,000.00	\$ 118,407.00	\$	\$	
17. Affiliate Development	94,000.00	64,000.00			
18. Technical Development	133,000.00	36,000.00			
19. Quality Assurance	140,000.00	28,593.00			
20. TOTAL (sum of lines 16-19)	\$ 457,000.00	\$ 247,000.00	\$ 0.00	\$ 0.00	

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: Task 3. "Other" charges are for membership and registration fees	22. Indirect Charges: Provisional rate used, total indirect expense: \$400,342.00
23. Remarks: Project totals are based on a projected 36 month grant period.	

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY							
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget			
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)	
1. Outreach & Proj Mng	66.034	\$		\$	389,719.00	\$	445,502.00
2. Affiliate Development	66.034				171,719.00		227,502.00
3. Tech Development	66.034				269,969.00		325,752.00
4. Quality Assurance	66.034				168,550.00		174,376.00
5. Totals		\$	0.00	\$	0.00	\$	1,173,132.00
SECTION B - BUDGET CATEGORIES							
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)		
	(1) Outreach & PM	(2) Affiliate Development	(3) Tech	(4) Tech			
a. Personnel	\$ 74,660.00	\$ 57,440.00	\$ 61,540.00	\$ 50,960.00	\$ 244,600.00		
b. Fringe Benefits	25,384.00	19,530.00	20,924.00	17,326.00	83,164.00		
c. Travel	56,500.00	18,000.00	12,000.00	8,000.00	94,500.00		
d. Equipment	0.00	0.00	0.00	0.00	0.00		
e. Supplies	5,000.00	1,000.00	1,000.00	500.00	7,500.00		
f. Contractual	122,600.00	40,460.00	134,966.00	40,000.00	338,026.00		
g. Construction	0.00	0.00	0.00	0.00	0.00		
h. Other	0.00	0.00	5,000.00	0.00	5,000.00		
i. Total Direct Charges (sum of 6a-6h)	284,144.00	136,430.00	235,430.00	116,786.00	772,790.00		
j. Indirect Charges	161,358.00	91,072.00	90,322.00	57,590.00	400,342.00		
k. TOTALS (sum of 6i and 6j)	\$ 445,502.00	\$ 227,502.00	\$ 325,752.00	\$ 174,376.00	\$ 1,173,132.00		
7. Program Income	\$	\$	\$	\$	0.00		

Authorized for Local Reproduction

Previous Edition Usable

Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

C. The board contracted with consultant Larry Zarker to assist in the FPA effort

4. Quality Assurance

No items to report

Key Personnel Change

In late February the BPI board extended an offer to hire to William J. Parlapiano III, for the position of CEO. Mr. Parlapiano accepted the offer, with a start date of March 14, 2005.

Budget Status

<u>Task #</u>	<u>YTD Actual Thru 02/28/05</u>
1	\$30,000
2	\$9,400
3	2,000
4	1,300

Specific progress for each of four major areas of work described in the SOW are summarized below:

1. General

- A. Negotiated scope of work and contract with VEIC for baseline study
- B. Negotiated scope of work and contract with Southface for technical support
- C. Negotiated scope of work and contract with RESNET for coordinated standard and certification development
- D. Negotiated scope of work with Larry Zarcher for national project development services
- E. Reviewed contracts and procurement with EPA

1. Outreach

- A. BPI exhibited at two Affordable Comfort conferences in California and Oregon.
- B. BPI exhibited at the Better Building by Design, conference in Vermont, sponsored by our Vermont affiliate, VEIC
- C. BPI hired consultant Russ Ruddy to make 2 Building Science presentations at the NARI conference
- D. Met with subcontractors and agencies in San Antonio at RESNET conference on Feb 25 and also had exhibit booth
- E. Prepared list of key allies, partners, and others for baseline study and to invite to Stakeholder meeting

2. Affiliate Network Development

- A. Vikki Murphy, Director of Program Operations has begun discussions with three potential new affiliates in Colorado, Texas and Illinois
- B. Board worked on developing the Affiliate Business plan and staff prepared materials for review

3. Technical Development

- A. The board established potential date of April 29 for the EPA kickoff meeting with EPA partners in DC
- B. The board set a date of June 9, for a BPI stakeholder meeting

March 31, 2005

EPA Quarterly Report for the Period Ending 2/28/05

Contract# XA - 83199901-0

EPA Project Manager: Lena Nirk

Submitted by:

Steve Cowell, Board of Director Member and Sally Larmon, Office Manager

Building Performance Institute

10 Hermes Rd., Suite 200

Malta, NY 12020

The funding provided under this grant is being used to assist BPI in our expanding efforts to create a nationally sound infrastructure which can support a sustainable business model.

In this funding cycle, BPI has begun to work with three potential new affiliates. Additionally, we have exhibited at 4 conferences. Board members worked on scheduling critical meetings, and hired a consultant to assist with this grant project.



Lena Nirk/DC/USEPA/US
04/12/2005 04:04 PM

To: Asher Weinberg/DC/USEPA/US@EPA
cc: Susan Donnelly/DC/USEPA/US@EPA
bcc:
Subject: Fw: Quarterly Report

For Follow Up: Normal Priority

Hello Asher,
FYI, I am forwarding to you the quarterly report from the Building Performance Institute, Inc. They had a change of senior management which resulted in a range of changes to their staffing and budget. Overall, they seem to be progressing well. Let me know if you have any questions.

Lena

----- Forwarded by Lena Nirk/DC/USEPA/US on 04/12/2005 03:59 PM -----



Sally Larmon
<slarmon@bpi.org>
04/12/2005 03:05 PM

To: Lena Nirk/DC/USEPA/US@EPA
cc: "Cowell, Steve" <Steve.Cowell@csgrp.com>, William
Pariapiano <wjp3@bpi.org>
Subject: Quarterly Report

Lena - attached is our quarterly report for the quarter ending 2/28/05, as well as various attachments. If you have any questions, please feel to contact me

Sally Larmon
Director of Administration
Building Performance Institute
10 Hermes Rd Suite 200
Malta, NY 12020
518 899 2727
518 899 1622 (FAX)



Quarterly Report 2-28-05.doc BPI sl424a 04 04 05.pdf Revised EPA Budget and Staffing Plan 04 04 05.doc



Sole Source Justification Cover Memo 3-2-05.doc Sole Source Justification RESNET.doc



Sole Source Justification Southlane.doc Sole Source Justification VEIC.doc